

## MEMORANDUM

**DATE** : June 2003

**To** : Single-Establishment Private Employers

**FROM** : Joint Reporting Committee (EEO-1)

**SUBJECT** : Computer Printed EEO-1 Reports - The Required Format (Rev. 6/2003)

This is the latest revision of the EEOC-approved specifications to be used by single-establishment companies to file Employer Information Report EEO-1 as a computer printout instead of using Standard Form 100 (sample copy attached).

Submission of the EEO-1 report as a computer printout is a Special Reporting Procedure (SRP) as provided for in Section 709(c) of the Civil Rights Act of 1964, as amended. **Under those provisions, a company MUST have written approval from this agency prior to using this format.** Submission of Report EEO-1 as a computer printout is strictly optional and is not required of any company.

### **APPROVAL PROCESS**

A letter requesting permission to use this SRP with an attached test printout in the specified format must be submitted to the following address for review and written verification of acceptability:

**The EEO-1 Coordinator  
PRINTSRP  
EEO-1 Joint Reporting Committee  
PO Box 19100  
Washington DC 20036-9100**

**Telephones : 1-866-286-6440 / (202) 663-7184 (TTY)**  
**Fax : (202) 663-7185**

**Please direct all questions concerning computer generated reports to the above address or telephone numbers.**

### **BASIC REQUIREMENTS FOR PRINTOUTS**

1. The original and one (1) copy of the report must be submitted.
2. The font or point size may not be less than nine (9) points.
3. The preferred paper size is 8½" x 11". However larger (not smaller) size paper will be accepted.
4. Computer printed EEO-1 reports must be formatted **exactly** as in the attached layout. All designated data fields must be displayed and identified. **Any deviations will be unacceptable.**

(OVER)

**LAYOUT EXPLANATORY NOTES****1. How to Answer "Yes" or "No" Questions**

All questions requiring a "Yes" or "No" answer (Section B, item no. 2.c.; Section C, items 1, 2, and 3; Section D, Item No. 2) **must** be indicated as "Y" for "Yes" or "N" for "No".

**2. Company Number/Unit Number**

The Company Number (CO= XXXXXX-X) and Unit Number (U= XXXXXX-X) previously assigned to the company by EEOC **must** be indicated in the upper, left-hand corner of the report in their respective designated field. For all single-establishment companies, those two (2) identification numbers are identical. **Do not** change the Company Number or Unit Number for **any** reason.

**3. New Industry Coding System - REVISION**

The Office of Management and Budget (OMB) has implemented a new industry coding system called the **North American Industry Classification System** (NAICS), which replaces the Standard Industrial Classification (SIC) coding system. (See attached 'Special Notices' sheet.)

**4. Section B - Company Identification Questions**

If applicable, **complete** parent corporation information **must** be indicated in item no. 1. The information **must** be provided **even if** the parent corporation is located outside the fifty (50) states and the District of Columbia.

**5. Section C - Test for Filing Requirement**

Questions 1 thru 3 **must** be answered. Also indicate the Dun & Bradstreet (DUNS) Number (if the company has one).

**6. \*Other Questions\* (Section D - Employment Data) - REVISION**

The date(s) of payroll period used (item no. 1) must indicate the full calendar year, i.e. 1998, 1999, 2000, etc.

**7. Section E - Establishment Information**

A brief, but precise, description **in words** of the company's major business activity **MUST** be indicated. The description should include whether the business activity involves manufacturing, retail trade, wholesale trade, services (especially health services by type), etc.

**7. Section G - Certification**

Section G **MUST** be completed in its entirety with an **ORIGINAL** signature on at least one copy.

**Attachment**